

Shri Manibhai Virani & Smt. Navalben Virani Science College (Autonomous)

Affiliated to Saurashtra University, Rajkot

Part III in Syllabus of UG/PG Programs

Skill Enhancement Courses (SEC) – II

Co-Curricular Courses

(For students admitted from A.Y. 2019-20 and onwards)

Course Code: 20AECO001	Course Title: Written Communication in English	80 Hours	Credit 01
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Eligibility:

Any undergraduate student can opt for the course between semester II and V

Objectives:

Written Communication in English is introduced as co-curricular course with the following objectives:

- To prepare the stakeholders to be able to communicate in various forms of written communication in English
- To provide latest format and structure of written communication with practice
- To enable the stakeholders to be updated on several forms of written communication in English

Syllabus

Entire content is classified into following categories:

Unit-1 Essay Writing & Letter Writing

14 Hours

- What is Essay?
- Structure of Essay
- What is letter?
- Drafting of Formal & Informal Letters

Unit-2 Memorandum Writing **08 Hours**

- ✓ What is Memorandum?
- ✓ Uses of Memorandum
- ✓ Drafting Memorandum

Unit-3 News Release & Report Writing **12 Hours**

- ✓ What is News?
- ✓ How to Draft News
- ✓ What is Report?
- ✓ Types and Uses of Report
- ✓ Drafting of Report

Unit-4 Notice, Circular & Email Writing **14 Hours**

- ✓ Difference between Notice & Circular
- ✓ Drafting of Notice
- ✓ Drafting of Circular
- ✓ What is Email?
- ✓ Email Etiquettes
- ✓ Drafting of Email

Unit-5 Application Writing & Resume **12 Hours**

- ✓ What is Application?
- ✓ Types of Application
- ✓ What is Resume?
- ✓ Differences among Bio-data, Resume & Curriculum Vitae
- ✓ Drafting of Bio-data, Resume & Curriculum Vitae

Reference Books:

Raman M. Sharma S., *Technical Communication Principles and Practice*, Oxford University Press

Rosenbaum T., *Effective Communication Skills for Highway and Public Works Officials*, New York LTAP Center

Mashru D. Dave A., *Scientific Technical Communication Skill*, Vedant Publications

Patel V. Patel. U., *Textbook of Communication Skills*, RIA Publishing House

Dhamsaniya J., *Communication Skills*, Darshan Educational Press

Waghela R. Mashru. D., *Communication Skills*, English Gurukul Publications

The content or material for the study would be available for the students in the form of reference books, or as a soft copy.

Guidelines for the Completion of the Course:

1. Minimum 90% attendance is required to complete the course. If the student is not able to fulfil it, she/he will be allowed to compensate in the next year only with the permission of Program Coordinator and the respective Head of the Department.
2. A separate certificate on completion of each course will be issued by the CoE.
3. Degree will be awarded only after receiving of the certificate of course completion successfully.
4. In event of non-completion of course, the student will have to re-do the course or opt for another co-curricular course.

Note: At the end of the course no marks are given, only remarks are given as follows:

Evaluation Norms:

- ✓ The course carries 1 credit and the students will be evaluated continuously based on their participation in learning experiences, theory, and evaluation through assignments and tests.
- ✓ They will also be evaluated at the end of the course under Course End Examination which will be 100% internal.
- ✓ The pattern of evaluation with percentage weightage will be as follows:

Distribution of 100% CIE components: Theory

Sr. No.	Component	Content	Duration	Marks	Sub Total
1	Attendance	Minimum 90%	Entire Course	10	10
2	Assignment-I Assignment-II	Topics from the syllabus (From Any Unit)	1 Week to Submit Each Assignment	15 15	30
3	Course End Examination	All 5 Units	02 Hours	60	60
Grand Total					100 Marks

